



This planner belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

In case of emergency, notify:

Relation to Student: _____

Telephone: _____

**Hamilton International
Middle School**

Hamilton International Middle School

1610 N. 41st Street

Seattle, WA 98103

Main Office: (206) 252-5810

Attendance Office: (206) 252-5814

Fax: (206) 252-5811

Website: <http://hamiltonms.seattleschools.org>

Mission:

Hamilton International Middle School, a rigorous academic and collaborative learning community, educates students to succeed and contribute in a diverse world.

Vision:

A collaborative community of inspired and engaged learners

Values:

Continuous Growth, Respect, Diversity, Integrity, Teamwork

Why International Schools?

Seattle Public Schools International Schools Commitments:

- Provide students with linguistic skills, higher-order thinking skills, and a global perspective that will help them to contribute to, and succeed in, a 21st-century world
- Help students engage in intellectually rigorous schoolwork and prepare them for college, career and life
- Help close both the academic achievement gap as well as the “global achievement gap”

Seven Components of International Education at SPS

1. Academic Excellence
2. Global Perspective
3. World Languages
4. Technology
5. Innovative Teaching
6. Cultural Competency
7. Partnerships

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2019-2020 DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday Bell Schedule

Advisory: 8:55-9:25

1st Period: 9:25-10:15

2nd Period: 10:20-11:10

3rd Period: 11:15-12:45

1st Lunch: 11:15-11:45 (class 11:50-12:45)

2nd Lunch: 11:45-12:15 (class 11:15-11:45 and 12:20-12:45)

3rd Lunch: 12:15-12:45 (class 11:15-12:15)

SSR (in 4th Period): 12:50-1:05

4th Period: 1:05-1:55

5th Period: 2:00-2:50

6th Period: 2:55-3:45

Wednesday Bell Schedule

1st Period: 8:55-9:40

2nd Period: 9:45-10:30

4th Period: 10:35-11:20

3rd Period: 11:20-12:50

1st lunch: 11:20-11:50 (class 11:55-12:50)

2nd lunch: 11:50-12:20 (class 11:25-11:50 and 12:25-12:50)

3rd lunch: 12:20-12:50 (class 11:25-12:20)

5th Period: 12:55-1:40

6th Period: 1:45-2:30

1 Hour Early Release

1st Period: 8:55-9:45

2nd Period: 9:50-10:40

4th Period: 10:45-11:35

3rd Period: 11:35-1:00

1st lunch: 11:35-12:05 (class 12:10-1:00)

2nd lunch: 12:05-12:35 (class 11:40-12:05 and 12:40-1:00)

3rd lunch: 12:30-1:00 (class 11:40-12:30)

5th Period: 1:05-1:55

6th Period: 2:00-2:45

1 Hour Late Start

1st Period: 9:55-10:45

2nd Period: 10:50-11:40

3rd Period: 11:40-1:05

1st lunch: 11:40-12:10 (class 12:15-1:05)

2nd lunch: 12:10-12:40 (class 11:45-12:10 and 12:45-1:05)

3rd lunch: 12:35-1:05 (class 11:45-12:35)

4th Period: 1:10-2:00

5th Period: 2:05-2:50

6th Period: 2:55-3:45

2 Hour Late Start

1st Period: 10:55-11:35

2nd Period: 11:40-12:15

3rd Period: 12:15-1:45

1st lunch: 12:15-12:45 (class 12:50-1:45)

2nd lunch: 12:45-1:15 (class 12:20-12:45 and 1:20-1:45)

3rd lunch: 1:15-1:45 (class 12:20-1:15)

4th Period: 1:50-2:25

5th Period: 2:30-3:05

6th Period: 3:10-3:45

HAMILTON INTERNATIONAL MIDDLE SCHOOL

ASSEMBLIES

Throughout the year we have a variety of assemblies. Hamilton audiences always show respect. Always enter the auditorium with your class and sit with them until dismissed at the end of the program.

ATHLETICS

The Seattle Public School District is committed to an exceptional interscholastic athletics program for middle schools that functions as part of the whole curriculum. The athletics program at Hamilton offers competitive opportunities for the bodies and minds of the student participants. Additionally, the Seattle Public School District athletic program, will strive to provide experiences in which students are able to:

- Participate in a positive growth experience
- Be afforded appropriate opportunities to compete or perform
- Grow in both self-concept and skill development
- Compete in a healthy and safe interscholastic program
- Participate in an athletic environment that is fair, consistent and free from intimidation

Season	Sport
Fall	Girls Soccer Co-Ed Ultimate Frisbee
Winter	Girls Basketball Boys Basketball
Spring	Girls Volleyball Boys Soccer Co-Ed Track

Students may participate in one sport per season. Student Athletes must maintain a weekly G.P.A of 2.0 or above in Core classes in order to play in a game or participate in a meet. Some team sports have tryouts and others are open to anyone interested. Students must have a current Athletic Registration & Physical Form from the Seattle School District Athletic Department on file with HIMS prior to tryouts. This includes Identifying Information, Medical Emergency Authorization, Sport Injury Risk and Parent Consent, Mandatory Athletic Insurance, and a Physical Examination by a medical doctor. Additionally, students and parents must sign and turn in a SPS Concussion Information Sheet. For safety reasons, there are no exceptions. All required paperwork can be found in the main office and online at <http://www.seattleschools.org/athletics>.

ATTENDANCE

THE SCHOOL DAY

- Attending school every day on time is an important part of being a successful student. In accordance with Washington State Law, all students are expected to attend all assigned classes daily.
- First period begins with students seated in class.
- Each student attends six periods plus Advisory each day.
- Students are allowed on campus starting 30 minutes before the start of the school day, but must remain in the Commons until 15 minutes before class starts. Students are required to be off campus within 10 minutes of the end of the day unless they are being supervised by a staff member or participating in a HOST class.
- **Students are not permitted to leave the school grounds at any time without permission from the attendance office, nurse, or an administrator.**

ATTENDANCE

- All absences must be excused by your parent/guardian. Parents should call (206) 252-5814 on the morning of each absence. You may also bring a written note to the Attendance Office upon return to school. Notes must include your full name, dates absent, reason for absence and the signature of your parent/guardian.
- It is important that students are in class, ready to learn before the late bell. Students who are late to class will receive teacher consequences. Students who are repeatedly tardy will be referred to an administrator.

HIMS ATTENDANCE PROCEDURES

1. **Arrive late to school:** If you arrive at school after the first bell, report directly to the Attendance Office for an admit slip. You must bring a note with your full name, date tardy, reason for lateness, and the signature of your parent/guardian for the tardy to be excused. **No tardy to school will be excused after 48 hours.**
2. **Absence from school:** All absences must be excused by your parent/guardian. Parents should call (206) 252-5814 on the morning of each absence. You may also bring a written note to the Attendance Office upon return to school. Notes must include your full name, dates absent, reason for absence and the signature of your parent/guardian.
3. **Early dismissal:** If your parent/guardian wishes you to leave school early, you must bring a note that includes your full name, the date and reason for the early dismissal and the phone number and signature of your parent/guardian. Take this note to the Attendance Office before school. You will be given an Early Dismissal slip. You must check out from the Attendance Office before leaving the building. If you return to school, check in at the Attendance Office. You will be given a pass to class.
4. **Excused and unexcused absences/tardies:** Absences and tardies that are **EXCUSED** include: illness or injury, medical appointment, illness/injury/death of a family member, planned vacation that is approved by the school, special circumstances as approved by the school. Absences and tardies that are **NOT EXCUSED** include: student oversleeping, parent/guardian oversleeping, alarm clock malfunction, vehicle didn't start, missed the bus, late Metro bus.

5. **Pre-arranged absence:** There are two forms that are to be used in order to excuse family trips that are taken during the regular school year: 1) The Pre-Planned Absence form and 2) the Educational Trip plan. Links to these forms are provided on the Hamilton home web page. These forms must be submitted to the Attendance Specialist **at least three (3) school days before the start of a planned absence** of more than two days. If the reason for the absence is different for multiple siblings, please complete a separate form for each student.

MAKE UP WORK

After being tardy or absent from a class **YOU** must take responsibility to ask your teachers what work you have missed. If you are absent more than three consecutive days, your parent/guardian can call the Attendance Office to request assignments and arrange pick-up. **24-Hour notice is needed to fill homework requests.**

SKIPPING CLASS

A class is considered “skipped” when a student is absent without an acceptable excuse. Skipped classes will result in discipline.

IRREGULAR ATTENDANCE

Counselors and administrators will work with you to develop a plan to ensure regular school attendance. There will be a conference with you, your parents, and your administrator if you have **TWO** or more unexcused absences in any month. An attendance contract will be filed with the District. **The District is required to file a petition with the Juvenile Court for any student who has SEVEN or more unexcused absences in a month or TEN or more unexcused absences in a school year.**

BEHAVIOR EXPECTATIONS

At Hamilton International Middle School, we all agree to:

- Be Helpful
- Be Responsible
- Be Respectful
- Be Safe

BUS TRANSPORTATION

A safe ride to and from school is expected for everyone. All students riding a school bus **must** adhere to the district bus rules. **Students must use their assigned bus and assigned stop only.** Students must stay on the bus from the bus stop zone to the school both to and from school. If you cause problems on the bus you will receive consequences and risk losing your bus transportation. If you are suspended from the bus, it is your parents’ responsibility to provide transportation.

‘GREEN CARDS’

Written parent/guardian permission is needed when students need to ride a bus to which they are not assigned or need to get off at a stop other than their regular stop. Students should bring their note to the Attendance Office before school stating: student name, date needed, bus route number, bus stop, and parent/guardian signature. Arrangements **CANNOT** be made over the telephone. A “green card” can only be used if there is space on the bus, so it is best to check with the bus driver in advance.

BUYING/TRADING/SELLING

Students are NOT allowed to buy, sell or trade items at school.

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. Breakfast costs \$2.25. Lunch costs \$3.25. Money can be added to a students’ account via PayPams (www.paypams.com). Applications for the free and reduced lunch program can be found on the SPS website, in the Main Office or the Cafeteria. You are expected to show respect and are responsible for throwing away trash and cleaning the area you use before being dismissed from the cafeteria. Food and drinks are to be consumed **in the cafeteria only.**

CHANGE OF ADDRESS/PHONE NUMBERS

Please notify the school if any of this information changes during the school year.

CLOSED CAMPUS

Hamilton is a “closed campus,” which means that you must remain on school grounds from the time you arrive at school until dismissal. Bus riders must remain on school grounds after they get off the bus.

COMPUTERS, INTERNET, LAPTOPS, NETWORKS, WEBSITES & WIFI

Students have access to school Internet-connected devices, Office365, and other online academic tools and course material in the library and often in classrooms, including district-filtered wifi access. **Walk-in help** is available from the **librarian** 8:30-4 (except Wednesdays, 8:45-2:30). For up-to-date information about digital resources:

- **Office365 info:** <https://tinyurl.com/SeattleSchoolsOffice365>
- **Network Use Agreement** in English and other SPS languages: <https://tinyurl.com/SeattleSchoolsNUA>
- **Schoology info** (class websites): <https://tinyurl.com/SPSSchoology>
- **Source info** (grades): <https://tinyurl.com/SPSAboutSource>
- **Student Portal** (your starting page to get to Schoology, Source, and all of our online academic resources: <https://tinyurl.com/SPSStudentPortal>)

DRESS CODE

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (dresses, leggings, shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts (breasts, genitals, buttocks) must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff, religious headwear excluded. Hoodies must allow the student's face to be visible to staff. It is the teacher's discretion on whether or not they are allowed in their classrooms.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

ELECTRONICS POLICY

Hamilton International Middle School has a variety of school-related technology available throughout the school day so that students will have access to desktop computers, laptop carts and iPads in a variety of instructional settings and for a variety of educational purposes, directed by school staff.

Our school staff has also observed that students' personal devices can and have posed educational disruptions and significant social conflict. Per Superintendent Procedure 2022SP: "In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational mission of the district. **School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.** Personal devices may only be used on designated district guest networks. Seattle Public Schools is not responsible for support, maintenance, damage or loss of any personal devices used in or on district facilities."

Policy

Thus, other than e-reader use under the direct supervision of the classroom teacher or with permission from an administrator or librarian at lunch, Hamilton International Middle School adheres to an "Away for the Day" policy for personal electronic devices (cell phones, laptops, mobile devices, i-Pods, MP3 players, cameras, electronic games, etc.) between the 8:50am bell and last bell of the day (8:50am - 3:45pm).

The following is in effect:

- Personal electronics must be left at home or placed in lockers by the 8:50 am bell before the first period of the day.
- Between 8:40 and 8:50 am, students should not use electronics in the hallways, flex spaces, and other common areas. Students should be using this time to put their electronics away for the day.
- E-reader use, if at all, is wholly directed by the classroom teacher or with permission from administrator or librarian at lunch.
 - Cell phones may not be used as reading devices – only dedicated e-readers are allowed.
- Leaving class to use or access personal electronic devices is not permitted.
- For students with accommodations around the use of electronics stated in their IEP or 504, their IEP or 504 case managers will check in with them and their classroom teachers to ensure everyone understands the accommodation and the student expectations.

Students who have electronics out during the school day will have the device confiscated by Hamilton Staff and stored in the main office.

1. For first offense, student can pick up the cell phone that is stored securely from the main office after the 3:45 pm dismissal bell (2:30 pm on Wednesdays). Parent/guardian will be notified.
2. For second offense, student's parent/guardian will be asked to pick up the cell phone from the main office at the end of the day or the following day, pending parent availability. (Student is not allowed to pick up the phone.)
3. The third offense will result in more stringent consequences including, but not limited to, parent contact, a check in/out system for devices, loss of privilege to bring device to school at all, and/or other corrective action for persistently violating Code of Conduct, Rule Breaking.
4. Student refusal will be referred to the grade-level administrator and/or principal.

Parents, guardians, relatives, or friends should not text message or call students at any time during school hours. If you need to reach your student, please call the main office at (206) 252-5810. If students need to contact parents/guardians during the school day, they may use the phone in the main office.

Hamilton International Middle School is not responsible for the care of students' electronic devices. Students bring these to school at their own risk. Hamilton is not staffed to conduct investigations into lost or missing devices. (See Hamilton Student Handbook section about Lockers (p. 9) for information regarding protecting access to lockers).

EMERGENCIES

SEEING OR HEARING SOMETHING DANGEROUS

If you see something or someone doing something that is dangerous or illegal, you need to get an adult's help immediately. If you hear any kind of rumor or gossip about a weapon or anything else dangerous at school or on the bus, you need to report the rumor to an adult right away. Seattle Public Schools also has a 24-hour Safety Hotline at (206) 252-0510.

EMERGENCY PROCEDURES AND FIRE DRILLS

Fire drills are held several times during the year. Each teacher will review with you what to do if there is a fire drill while you are in class.

- If you are in class when the fire alarm sounds:
 1. Stop what you are doing.
 2. Cease talking so you can hear directions.
 3. Leave the room in a single file line and follow your teacher out of the building. Walk quietly and do not run.
 4. Stand quietly in a line with your class in the designated area on the Wallingford playfield.
 5. Remain quiet while leaving and entering the building and while waiting outside.
 6. Do not re-enter the building until you are told to do so.
- If you are **not** in your class when the alarm sounds:
 1. Join the nearest class and exit the building.
 2. During passing periods, students should report to the gathering area of their next period teacher.
 3. During the lunch period, students should report to the gathering area of their 4th period teacher.
 4. Wait quietly for directions. Ignore any regular passing bells that may ring.
 5. Do not re-enter the building until you are told to do so.

EARTHQUAKE PROCEDURE

- In your classroom:
 1. Move away from windows and shelves or heavy objects that may fall.
 2. Take cover under a table or desk.
 3. Hold on to a furniture leg with one hand so it can't slide away and protect the back of your neck with the other hand
- If you are **not** in your classroom:
 1. Kneel along an inside wall.
 2. Turn away from windows.
 3. Bend your head close to your knees, cover the sides of your head with your elbows, and clasp your hands behind your neck.
 4. Protect yourself until the shaking stops, then enter the nearest classroom and stay with them.
- During a real earthquake, no signal will sound. Stay calm and quiet. Doors may slam, bells may ring, furniture may slide, and objects may fall. There may be after-shocks. You will remain in place until the "all clear" signal sounds. **In an actual earthquake, a supervisor will let you know when and how you need to evacuate the building.** This may take a while after the shaking stops. Be patient. Stay with your class and wait for further instructions.

LOCKDOWN PROCEDURE

- Every person is to get into the nearest classroom. Doors are to be locked and students are to drop below window level. Lights are to be turned off. Everyone is to remain in "lock-down" until a supervisor gives you an "All clear."

SHELTER IN PLACE PROCEDURE

- Shelter-In-Place is the process of keeping students and staff safe from dangers within the community.
- Schools would Shelter-In-Place in events such as a hazardous material incident, radiation incident, snowstorm, vague threats, or violence in the community that is not directed at the school.
- All exterior doors are locked. Students may remain in classrooms for extended time. Academics are ongoing.

FRAGRANCES

We have a no-fragrance policy. Several staff members and students are fragrance-sensitive or have fragrance-induced asthma. If you bring cologne and/or perfumed products to school, they will be confiscated and consequences will apply.

HALL PASSES AND 10/10 RULE

Use a school-approved hall pass, when outside of your classroom during class times or it may result in disciplinary action. To maximize academic learning time, no hall passes are allowed during the first 10 minutes and the last 10 minutes of each class period.

H.O.S.T. (HAMILTON OUT OF SCHOOL TIME)

Hamilton has a wonderful variety of after school activities Monday through Thursday beginning in early October until June. Hamilton is partnering with the Boys & Girls Club to run the H.O.S.T. program.

LIBRARY

LIBRARY HOURS

The library is open 8:30-4:00 (except Wednesdays: 8:30-2:45). Students have open access throughout the day, but passes are required from their teacher during class time, including Advisory. The Library sometimes closes to walk-ins for events or testing. Read signage at the entrance before entering.

LIBRARY CATALOG

Hamilton has a web-based catalog. (Click Hamilton Intl Middle School). Note that on campus you can log into our library catalog (using the same log-in credentials you use to log in to our district network) to save lists of books, rate and review books, and place holds. (But, you cannot do this off campus). Locate items on the shelf by the call number and on the spine and the signage in the library.

BORROWING LIBRARY ITEMS

May check out items starting on the first morning of school through the last day of school. (NEW! Student IDs will be required after they are issued). Five items may be out at a time (and check-out period is three weeks long. Renewals are unlimited if you bring the item in and no one has placed a hold on it.

LIBRARY LAPTOPS:

- Available for in-library use; older ones are available to be used in class.
- Student IDs will be required once issued—until then sign-out required.

OVERDUE/LOST ITEMS

There are no overdue fines; your on-time return of checked-out items is appreciated so that others have access. If you misplace an item, please see the Librarian for help locating the book and clearing your account, at your earliest convenience.

LOCKERS

- Each student will be assigned his/her own locker. You are responsible for all items in your locker. Your locker is school property and subject to locker checks according to District guidelines. Do not share your locker with anyone and keep your combination to yourself. Report locker problems to the custodian or your administrator.
- **Students should leave these things in their lockers for the duration of the school day:** personal electronic devices, backpacks, skateboards/scooters, and outerwear.
- **Students should leave the following things at home:** Valuable items, excessive money (students should only bring the amount of money that is needed that day), gum, white-out, permanent markers and laser pointers, out of School fundraising items, and any items stated in *The Basic Rules of Seattle Public Schools*.
- **It is strongly recommended that electronics be left at home (i.e. cell phones, i-Pods, MP3 players, cameras, electronic games, etc.) If these items are brought to school, they should remain in a student's locker.**
- **The school is not responsible for stolen or lost items from lockers.**

LOST AND FOUND

- The Lost and Found for clothing is located in the hallway next to the Commons. Jewelry, glasses and other personal items are kept in the Main Office. Any items not claimed are donated to charity at the end of each month.
- Lost books are kept in the library until the end of the school year. Please see librarian
- **The school is not responsible for lost or stolen items.**

NURSE

SCHEDULE

A nurse is here Monday – Friday. For Nurse Absences, students will see the Main Office for assistance. All injuries or illness should be reported to the nurse or a teacher. Students may go to the nurse's office **only** if they have a note from their teacher. Students coming to the Nurse during passing periods will be sent to their next teacher for a note. If it is necessary for a student to go home, the nurse or other school personnel will contact parents/guardians.

MEDICATION

If a student must take medication during the school day, a written request is required from the physician and the parent/guardian. This includes over-the-counter medications such as aspirin as well as prescription medications. Medications should be sent to school in the original prescription bottle, and only the amount that will be taken at school should be sent.

SKATEBOARDS/BICYCLES/SCOOTERS

Bicycles can be locked and stored at the provided rack on the east side of the building. Skateboards and scooters should be carried on to school property and kept in the main office during the day. **Skateboards, bicycles or scooters are not to be ridden on school property at any time.** Scooters/skateboards can be taken on a school bus in a carry bag that covers the wheels. We encourage all riders to wear a helmet and register your bike with the Seattle Police Department. The school can assume no responsibility for your skateboard/bicycle/scooter.

SOURCE AND SCHOLOGY

See Computers, Internet, Laptops, Networks, Websites, and Wi-Fi, above

TELEPHONES – SCHOOL

School phones are limited to staff use, except in the school office. Counselors or administrators can assist you if an emergency call is necessary. Please arrange personal affairs before arriving at school.

TRANSFER/WITHDRAWAL

Bring a written note from your parent/guardian to the Registrar's office at least one day before you will withdraw from Hamilton. Request copies of your records sooner, if needed. You must return all books and clear fines before leaving to attend another school.

VISITORS

All visitors must report to the Main Office and check in before going to any area on the school campus. Parents/guardians are welcome to visit school. If a parent/guardian wishes to conference with a teacher, contact them directly for an appointment. As a professional courtesy, we ask parents to arrange visits with teachers a minimum of 24 hours in advance (48 hours is preferred) and check in at the Main Office upon arrival. Students are not allowed to bring friends to campus. Check with an administrator if you believe you have a special situation.

VOLUNTEERS/CHAPERONES

We welcome volunteers at Hamilton. All school volunteers must complete the Seattle School District's screening procedures. SPS uses online registration. Volunteer/chaperone paperwork must be completed every two years. All necessary forms and supplementary information can be found at: seattleschools.org/volunteer.

SEATTLE PUBLIC SCHOOLS – BEHAVIOR AND DISCIPLINE GUIDELINES

Students must follow “The Basic Rules of Seattle Public Schools” outlined below:

STUDENT RESPONSIBILITIES

- Make a determined effort to learn.
- Attend all classes every day on time, ready to work, and with the necessary learning materials, books, pencils, etc.
- Respect the rights of other people.
- Refrain from expressing personal prejudices against any individual or group.
- Follow the instructions of teachers and other school staff.
- Know and obey the rules of the District and individual school.
- Accept reasonable punishment for breaking school or District rules.
- Identify yourself if asked to by school staff.
- Dress appropriately for school in ways that will not cause safety or health problems, or disruptions.
- Respect the property of other people and of the school.

IMPORTANT NOTE: Students who damage or vandalize property belonging to the Seattle Public Schools, a contractor of the District, an employee, or another student are required to make restitution for such damage. Failure to do so may result in the withholding of a student’s grades, transcript, or diploma.

WHAT HAPPENS IF A STUDENT BREAKS A RULE?

Whenever you are accused of breaking a rule, you have the right to explain your side of the story to your teacher, counselor, vice principal, or principal **before** you are punished. Your parents may also meet with school staff to help identify and solve problems and to consider appropriate penalties. If some other penalty doesn’t work, you could be suspended. If the offense was very serious, you could be expelled. If there is an emergency, you could be expelled right away and have a conference later. If there has been a criminal offense, normally, the police will be called.

WHAT IF YOU THINK YOU ARE BEING TREATED UNFAIRLY?

If the principal or assistant principal proposes to discipline you, and you think the punishment is unfair or inappropriate, you have the right to appeal the discipline imposed on you. The various appeals processes are contained in the **Student Rights and Responsibilities** booklet, which can be obtained from your school, from the Student Discipline Office at 206-252-0820, or in the For Students section of the Seattle Public Schools’ website at the following link: <http://www.seattleschools.org/area/main/forms/formsmain.xml>

That booklet is also sent out with the first formal Notice of Disciplinary Action. Additional information may also be obtained from the Discipline section of the District’s website at the following link: <http://www.seattleschools.org/area/discipline/index.dxml>

STUDENT RIGHTS

Students, as citizens, have certain constitutional rights. The school system cannot unduly infringe on those rights. The schools may, however set some reasonable limits on those rights in order to meet the District’s obligation to educate.

- Students have FREEDOM OF SPEECH and may express their personal opinions. That freedom does not allow personal attacks, swearing, threats of violence, or interference with other people’s rights to express themselves.
- Students have the RIGHT TO ASSEMBLE peaceably. Any such gathering, which interferes with the operation of the school or classroom, is inappropriate and prohibited.
- Students have the RIGHT TO PETITION appropriate school authorities when they feel that they have been treated unfairly.
- Students have FREEDOM OF THE PRESS and may express their personal opinions in writing. They must take full responsibility for the content of their publications by identifying themselves as authors or editors of the publication. They are not allowed to make personal attacks or publish libelous or obscene material.
- Students have the right to FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE while at school.* For the protection of all, however, the following rules apply:
 - ~ General searches of school property, including lockers and desks, may be conducted.
 - ~ Items such as firearms, other weapons, firecrackers, or anything else that might reasonably be a threat to safety or security, or disruptive to the educational process may be seized and removed from a student’s possession.
- Students have the right to EQUAL EDUCATIONAL OPPORTUNITY. They shall not be unlawfully discriminated against because of race, creed, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability.
- Students have the right to FREEDOM OF RELIGION. Students are free from being controlled or influenced by any particular religious point of view while they are participating in any school district conducted or sponsored activity, or while students are otherwise subject to school district supervision and control.

CODE OF PROHIBITED CONDUCT

DISTRICT OFFENSES

In addition to Exceptional Misconduct, students are not allowed to engage in other behaviors which disrupt or interfere with the educational process. Students will be disciplined for participation in any of the following behaviors in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined for such behavior in any other setting having a real and substantial relationship to the operation of the District, including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning.

- **Disruptive Conduct** – Flagrantly and substantially interfering with teaching or learning in the classroom, school activities, or extracurricular activities.
- **Rule-breaking** – Repeatedly breaking a specific, published school rule. This includes breaking school bus rules.
- **Disobedience** – Flagrantly, purposefully, or repeatedly failing to comply with or follow the instructions of teachers and other school staff.
- **Hazing** – Initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm.
- **Common Fireworks** – Possessing, using, distributing, or selling common fireworks, including, but not limited to, firecrackers, sparklers, smoke bombs, or stink bombs.
- **Gambling** – Playing cards, dice, or games of chance for money or other things of value.
- **Misrepresentation** – Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school or on any school document. Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books; impersonating another person on the phone.
- **Plagiarism** – Cheating or copying the work of other persons or turning in another person’s papers, projects, computer programs, etc., as your own.
- **Using or Possessing Tobacco Products** – Using or possessing any tobacco products by any students in or on public school property, on school buses, and at school-sponsored activities.
- **Careless Burning** – Setting afire matches, lighters, or a portion of a single sheet of paper momentarily in a classroom, restroom, hallway, or other school location and immediately extinguishing the flame, whether in play or through carelessness.
- **Misuse of Computers** – Inappropriately using school computers.
- **Graffiti** – Knowingly writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type of any District-owned or staff property, unless the student has obtained the express permission of a school official or the staff person.
- **Bullying, Intimidation, and Harassment** – Engaging in intentional written, verbal, electronic, or physical bullying, intimidating, or harassing conduct that: is for the purpose of embarrassing or denigrating another person; physically harms a student or damages the student’s property; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; has the effect of substantially interfering with the student’s education; or has the effect of substantially disrupting the orderly operation of the school. There is no requirement that the student actually possesses the characteristic that is the basis for the bullying, intimidation, or harassment. This includes: “pantsing” another person (engaged in as teasing by elementary-age students); conducting electronic bullying, intimidation, and harassment on school grounds, during school activities, on school buses, or during the school day.
- **Sexual Harassment** – Deliberately harassing another person for sexual reasons or in a sexualized manner with unwanted attention, touching, or verbal comments such that the person is uncomfortable, intimidated, or threatened by the behavior.
- **Sexual Misconduct** – Engaging in inappropriate mutual sexualized conduct that is not conducive to the learning environment of a school.
- **Inappropriate Touching** – Engaging in unwanted or inappropriate touching of the private parts of another.
- **Verbal Assault** – Using words that are hurtful, harmful, demeaning, offensive, or embarrassing, including words that are crude or vulgar, and name-calling.
- **Toy Guns and Toy Weapons** – Possessing a toy gun (BB-guns and other pellet guns are Dangerous Weapons) or other toy weapon not appearing to be a real gun or weapon; or appearing to be a real gun or weapon, but not used or displayed with malice.
- **False Reporting** – Knowingly reporting or corroborating misbehavior of others that did not occur.

NOTE: In addition to the above rules, each school will adopt and distribute to each student rules which will govern a student’s conduct in that particular school. When students break those school rules, they will be disciplined. (See Rule-breaking, above).

EXCEPTIONAL MISCONDUCT

Students will be disciplined, and normally will also be referred to the police to face criminal charges, if they commit any of the exceptional misconduct on the list below while in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined and referred to the police if they engage in this exceptional misconduct in any other setting having a real and substantial relationship to the operation of the District, including, but not limited to, the preservation of health and safety of students and employees and the preservation of an educational process which is conducive to learning. Disciplinary action can include such things as losing the privilege of attending District-sponsored activities or losing the privilege of using District-sponsored transportation, or suspension, or expulsion. The School Board has determined that these behaviors amount to “exceptional misconduct” warranting suspension for the first offense, provided that disciplinarians and hearing officers may grant exceptions in cases involving attenuating or exceptional circumstances, or after considering the background of the individual student.

- **Selling Alcoholic Beverages, Illegal Drugs, and Controlled Substances**
- **Distributing Alcoholic Beverages, Illegal Drugs, and Controlled Substances**
- **Possessing or Using Alcoholic Beverages, Illegal Drugs, and Controlled Substances**
- **Assault** – Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically

violent toward another person, including domestic violence.

- **Sexual Assault** – Sexually assaulting or taking indecent liberties with another person (includes “pantsing” behavior by other than elementary-age students).
- **Extortion, Blackmail, Coercion** – Obtaining money or property by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of violence.
- **Arranging Fights** – Deliberately arranging a fight or willingly participating in such an arranged fight, not involving anger or hostility, which creates a substantial risk of serious physical injury to the participants.
- **Fighting** – Engaging in or provoking physical contact involving anger or hostility; including watching a fight without stopping it, or encouraging others to fight
- **Threats of Violence** – Communicating credible, focused threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or electronic actions, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person’s life, safety, or property is in danger.
- **Hazing** – Initiating students into a school, group, grade level, or office through unsafe or illegal behaviors that cause, or are likely to cause, physical injury.
- **Firearm** – Mandatory One-Year Expulsion – Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Dangerous Weapons** – Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Common Knives** – Carrying onto or possessing a knife on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Uncommon Fireworks, Explosives, Chemicals, and Incendiary Devices** – Carrying an uncommon firework, explosive, chemical, or incendiary device onto, or possessing any of the foregoing on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Toys Used As Weapons** – Possessing and using with malice (in a threatening manner) objects that appear to be capable of causing bodily harm such that a person believes his or her safety is in danger, including toys that appear to be weapons regardless of size.
- **Robbery** – Taking another’s property by force or threat of force.
- **Theft** – Stealing school district property or the property of a staff member, student, or school visitor.
- **Burglary** – Forced entry or remaining unlawfully in a District building or room in the building for the purpose of taking property.
- **Possession of Stolen Property** – Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.
- **Malicious Mischief** – Intentionally causing damage to any school property, staff property, or school buses. Also, writing, painting, drawing, or otherwise marking graffiti on any school property, staff property, or school bus that is so extensive that the cost of removing it exceeds \$100.
- **Intimidation of School Authorities** – Interfering, or attempting to interfere, with the discharge of the official duties of District personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger.
- **Interference with School Authorities** – Interfering with the discharge of the official duties of District staff by: using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person; disobeying the orders of school officials to leave school property or disperse as instructed; heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school district such that it interferes with their ability to maintain order or complete their lawful duties, including use of abusive or foul language directed at a school district employee and use of any electronic means that has the purpose of embarrassing, denigrating, or demeaning school staff; or hindering the investigation of an incident by school staff by deliberately lying about, or encouraging others to lie deliberately about, the facts of the incident.
- **Malicious Harassment** – Maliciously and intentionally committing one of the following acts because of a perception of that person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification, or mental, physical, or sensory handicap: Causing physical injury to the victim or another person, or causing physical damage to or destruction of the property of the victim or another person, or threatening a specific person or group of persons such that the persons, or members of the specific group of persons are in reasonable fear of harm to themselves or their property.
- **Gang/Hate Group Activity** – Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on a school grounds or during school activities or functions.
- **Trespass** – Entering or remaining unlawfully in a school building or on any part of school grounds or school property for any purpose excluding theft of property
- **Computer Trespass, Tampering, and Misuse** – Intentionally violating a school’s or the District’s computer system or database.
- **Arson** – Intentionally setting a fire or causing an explosion.
- **False Alarm** – Activating a fire alarm or calling 911 for other than the intended purpose of the alarm.
- **False Threats** – Falsely reporting any type of bomb or person with a firearm in any school building or structure, on school grounds, on District-provided transportation, or at a school-sponsored function.
- **False Reporting** – Knowingly and maliciously falsely reporting or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, on school grounds, on school-provided transportation, or at a school-sponsored function.
- **Lewd Conduct** – Engaging in inappropriate sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism.

STUDENT/PARENT HANDBOOK SIGNATURE PAGE*

Student Signature

I have read the HIMS Student/Parent Handbook (located in the 2019-2020 School Year planner) and agree to follow the school policies and procedures as stated.

Student Name (Printed)

Grade

Student Signature

Date

Parent/Guardian Signature(s)

I have read the HIMS Student/Parent Handbook (located in the 2019-2020 School Year planner) and agree to support my child and school in following the school policies and procedures as stated.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

*Please take out and submit this “**Signature Page**” to your 1st period teacher by the deadline stated below.

DEADLINE: FRIDAY, SEPTEMBER 6, 2019